



## DEPARTMENT OF MENTAL HEALTH POLICY/PROCEDURE

|   |  |   |                                      |
|---|--|---|--------------------------------------|
| SUBJECT<br><b>JURY DUTY LEAVE</b>   | POLICY NO.<br><b>604.3</b>                   | EFFECTIVE<br>DATE<br><b>10/1/89</b>     | PAGE<br><b>1 of 1</b>                |
| APPROVED BY:<br><b>original signed by:</b><br><b>ROBERTO QUIROZ</b><br>Director | SUPERSEDES<br><b>708.04</b><br><b>4/2/79</b> | ORIGINAL<br>ISSUE DATE<br><b>4/2/79</b> | DISTRIBUTION<br>LEVEL(S)<br><b>1</b> |

### PURPOSE

- 1.1 To provide guidelines for the service of Department of Mental Health (DMH) employees as jurors.

### POLICY

- 2.1 The DMH supports the employee's obligation to complete jury duty. The Courts have determined that County employees cannot be exempted from jury service on a "blanket" basis, and that each employee's situation must be considered individually.
- 2.2 On days that the employee is excused from jury service, the employee must report to work.
- 2.3 All jury service must be confirmed weekly by submission of a Certificate of Jury Service issued by the Jury Commissioner.

### AUTHORITY

Los Angeles County Code  
California Civil Code